

# INDIANA ARTS COMMISSION

## QUARTERLY COMMISSION MEETING

NATIONAL CITY BANK

WARSAW, IN

FRIDAY, SEPTEMBER , 2002

9:30 A.M. – 1:00 P.M.

WILL CLARK, CHAIRMAN

### Meeting Minutes

#### **I. Welcome and introductions**

Will Clark called the meeting to order at 9:45 a.m.

Commissioners present: Will Clark, Leonard Pas, India Cruse-Griffin, Jim Bodenmiller, Lee Marks, Sandi Clark, Ron Stratten, Steve Tuchman, Leonard Pas and Kathy Beeler

Guests Present: Bonnie Gore, Lakeland Arts Center; Marjorie Snider, Plymouth Arts Commission; Jim Mann, Warsaw Center for the Arts and Culture.

Commissioners not present: Jack Schriber, Louis Ortiz, Bill Hopper, and Cliff Lambert

IAC staff present: Dorothy Ilgen, Rex Van Zant, Shelley Caldwell, Polly Harrold, and Bobbie Garver.

#### **II. Approval of Meeting Agenda**

It was moved, by Mr. Stratten to modify the agenda and place the Presentation on the Capacity Building Program as an earlier item in the agenda, seconded by Ms. Cruse-Griffin. Motion passed. Ms. Marks then moved that the revised agenda be approved, seconded by Mr. Bodenmiller. Motion passed.

#### **III. Presentation on Capacity Building**

##### Background

The IAC's Capacity Building Program grew out of the IAC's 1996 Strategic Plan, which called for the development of technical assistance services to arts providers. This program was first launched for FY 1998-1999 to assist the Regional Arts Partners with the process of transition to a regional service provider. For FY 2000-2001, the program eligibility was expanded to include all arts organizations. The current cohort of applicants represents the third round of CBP grants.

On August 8, five current CBP grantees, one FY2000-2001 CBP recipient, and two organizations that are considering applying for FY2004-2005 CBP met to discuss what set of circumstances led them to apply for a Capacity Building grant and how the capacity building process has benefited their agency. We also discussed how the IAC could improve the program and what issues they had encountered. Louis Ortiz, Chairman of the Program Evaluation Committee facilitated the meeting.

##### Program Results

The overarching comments from current and past recipients was that the CBP had been particularly well-timed for each organization and that the organizational assessment process led each applicant to a new level of organizational maturity.

For example, John Vanausdall, President/CEO of the Eiteljorg Museum of American Indians and Western Art, commented that at the time of the CBP application, the Eiteljorg had already addressed early growing pains and used the organizational assessment process to address positioning the museum on a national and international level, and to prepare the institution for this expanded role. Through the assessment process, the Eiteljorg Board and staff learned that the institution was an under-utilized resource, and that infrastructure needed to be created to bring in

new audiences. As a result, the Board rewrote its mission to include art, history, and culture, and developed several processes to address this expanded role.

### Looking to the Future

While the meeting elicited a lot of information about the impact of the CBP on these organizations, there was not enough time to discuss fully how the IAC might fine-tune the program. The applicants shared how valuable the meeting had been for each of them, particularly for current applicants, and how helpful the information sent quarterly by IAC staff has been as they have moved through the organizational and capacity building phases of the program. The group also stressed that access to highly skilled consultants was critical to the success of the program and urged the IAC to assist in the identification of consultants for CBP.

### Current Program

The FY2002-2003 program is on target. Four of the five current CBP have submitted their Phase I Assessment and their Phase II applications. The IAC staff met with the fifth organization last week, Ballet International, and the IAC staff feels that they are progressing very well. The current Ballet International staff is working hard to turn the organization around. Enclosed is a copy of Ballet International's executive summary. They will try to have their Phase II application submitted by the December 2002 Commission meeting for review.

### Speakers

Bonnie Gore, Lakeland Arts Center and Marjorie Snider, Plymouth Arts Commission spoke of the benefits their organizations experienced due to the Capacity Building Program. Tim Mann also participated in this discussion.

#### **IV. Approval of June 2002 Meeting Minutes**

It was moved by Mr. Pas and seconded by Ms. Cruse-Griffin to approve the June 2002 meeting minutes. Motion passed.

#### **V. Chair's Report**

Mr. Clark reported on some of the activities of Commission members. Ms. Cruse-Griffin received the YWCA Women's Leadership Award in Richmond and is scheduled to have an exhibit in Minnesota in January of her current work. Mr. Pas has been nominated to the NASSA board and is currently a member of the Arts Midwest board. Mr. Clark then read "How to Like It" by Stephen Dobyns

#### **VI. Executive Committee Report**

Mr. Clark reported that the Executive Committee had given Ms. Ilgen a positive review.

#### **VII. Executive Director's Report**

Ms. Ilgen reported that Emelita Tolentino, the accountant for the agency had been out of the office due to illness. She also reported on an art exhibit from China.

#### **VIII. Public Awareness Committee Report**

The Public Awareness Committee met September 9, 2002 in the conference room of the Indiana Arts Commission and discussed the following items:

Communications Plan – A draft copy of the IAC Communications Plan, based around the schematic design of the agency Strategic Plan was reviewed and discussed by the committee. It was noted that as a result of significant changes currently being made to the overall agency Plan, modifications would also be forthcoming to the communications plan as well.

IAC Website Development – The IAC and Access Indiana have completed the redesign of the agency Website. Migration of existing information has been made and further development and addition of new information is ongoing. A promotional ad recently placed in NUVO's annual Arts Guide may be

printed as a postcard promotional piece similar to what was done to promote the Arts Trust license plate..

**IAC Arts Trust Plate** Total cumulative plate sales now total 6,220 plates with total revenue generated of \$155,500. The agency is working with three other state agencies to petition the BMV to exempt state agency plates from their moratorium on point-of-purchase marketing. The new BMV commissioner has expressed interest and desire to work with state agencies in this effort. A promotional flyer has been designed included in the BMV's 2003 plate renewal mailings.

**Governor's Arts Awards** – Nearly 2,000 GAA nomination forms have been mailed and distributed throughout the state via IAC direct mail or through IAC Regional Arts Partners. Over 20 nominations have been received and the call has been extended to October 18, 2002. The Governor's Arts Award Committee recommended the IAC investigate other potential venues for the October 2003 event and this process is underway.

**Other Public Awareness Activities** –Contributions to the Indiana Endowment for the Arts Leadership Fund total less than the estimated production costs of the pins. The agency will invest the remainder of the necessary funds. The Indiana Commemorative Quarter was unveiled August 8 at the Indianapolis Motor Speedway. Commissioners Will Clark and Jack Schriber, and former Commissioner Claude Johnson attended the event. Traditional Arts Indiana Day at the Indiana State Fair was another success with the State Fair Masters and their family members recognized this year.

A motion was made to approve the Public Awareness Committee Report by, seconded by. The motion passed.

## **IX. Program Evaluation Committee Report**

The Program Evaluation Committee (PEC) met Monday, September 9, 2002 to review and approve the following applications and reports:

- Region 4's Capacity Building Self-Assessment Report
- FY2002-03 Major Arts Institution's Interim Reports
- FY2002-03 CBP Phase I Extensions and Phase II Application
- FY2004 Individual Artist Program Application and Guidelines
- FY2004-2005 Multi-regional Major Arts Institutions Application and Guidelines
- FY2004-2005 Capacity Building Program Application and Guidelines
- Regional Partnership Initiative Policy Manual, Standards and Update to Section 1 of the Handbook

The PEC reviewed Tippecanoe Arts Federation's (TAF) new Self-Assessment Report, which the IAC requested after the 2001 Site Visit. The PEC recommended that the IAC staff work with TAF, Region 4, concerning their response to the Governing Board Standard 2B.5, Diversity. PEC thought that TAF should be more sensitive to Board Diversity and wanted to see more specific and measurable comments for the indicators not met or partially met.

The Committee approved the FY2002 Major Arts Institutions Interim Reports, However, there was a discussion of the Major Arts Institutions IAC logo crediting compliance. PEC recommended that the IAC staff develop wording for future guidelines and contracts that stated the consequences for those organization who do not use the IAC logo and credit as stated in their signed agreements for review to the full Commission.

The PEC approved the extension of VSA arts of Indiana Phase I of the Capacity Building Program. They also approved the Phase II application for Marion Philharmonic, Plymouth Arts Commission and VSA arts of Indiana.

The PEC reviewed the FY2004 Individual Artist Application, the FY2004-2005 Multi-regional Major Arts Institutions and Capacity Building Program applications. In the FY2004 Individual Artist application, the visual arts category was separated into two categories, visual arts and photography. In Major Arts Institutions a moratorium was placed on new organizations applying for

FY2004-2005 Funds because of the current financial condition of the State of Indiana. Only the current 11 organizations will be allowed to apply for FY2004-2005.

The PEC reviewed the Regional Partnership Initiative Policy Manual, Standards and Update of Section 1 of the Handbook. The PEC did not take a formal action on the Regional Arts Partners Policy Manual.

A motion was made to approve a change in logo policy by Mr. Tuchman, seconded by Mr. Stratten. Motion passed.

A motion was made to approve the FY 2004 Individual Artist Application, the FY2004-2005 Multi-regional Major Arts Institutions, the FY 2004-05 Capacity Building Program applications and the Program Evaluation Committee report. The motion was approved by consensus.

#### **X. Committee on the Future Report**

The Committee on the Future met on September 9, 2002 to review the revised Regional Arts Partners Policy Manual and the FY 2002 and FY 2003 revised budgets and the FY 2004 and FY 2005 proposed budgets.

The Committee reviewed and approved the final revisions to the Regional Partnership Initiative Policy Manual, including Appendices A through H. The IAC staff worked with the Regional Partners over an 8-month period to review and revise this manual, which is a part of the IAC's policy manual.

The Committee also reviewed and approved the agency's FY 2002 year-end budget, FY 2003 revised budget, and the proposed budgets for FY 2004 and FY 2005, based upon the Biennium Budget Request submitted in August.

All agencies were directed to request only 93% of the FY 2002-2003 appropriation; that is the amount appropriated prior to the recent budget cuts. New initiatives and services had to be funded out of current resources – no new funds.

The Committee also reviewed the Personal Services contract with Ribble Associates. The Committee approved payment of \$4,000 for the services rendered to date.

The Committee also recommended that IAC staff develop more streamlined financial reporting systems for Committee and Commission review.

A motion was made to approve the Regional Partnership manual by Mr. Pas. Motion passed by consensus.

A motion made to adjust the strategic plan and switch goal six with goal three by Mr. Stratton, seconded by Mr. Tuchman. Motion passed.

A motion was made to approve the Committee on the Future Report by Mr. Stratton. No second was needed. The motion passed by consensus.

#### **XI. Old Business**

There was no old business.

#### **XII. New Business**

Mr. Pas requested that the Commission review its coverage in relation to Board and Director's Insurance and indemnity.

#### **XIII. Adjourn**

A motion to adjourn was made by Mr. Pas seconded by Ms. Marks. The meeting adjourned at 1:25 p.m.

#### **Submitted By:**

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**Ronald J. Stratten, Secretary**